

19 January 1959

MEMORANDUM FOR: Director of Personnel

THROUGH : Comptroller
Deputy Director, Support

SUBJECT : Reclassification and upgrading of Administrative Officer position, [REDACTED] Slot BHF-754 25X1A6a

1. Upon the large increase in the Staff of the [REDACTED] during the Fall of 1957, the Administrative Assistant position was changed from GS-9 to GS-12 on 2 May 1958 and a Finance Certifying Officer was assigned who was also the Station Administrative Officer. During May - June 1958 the DD/S was in [REDACTED] and reported that the administrative work load required two officers rather than one. As a result of the DD/S's recommendation a second Administrative Officer slot was established on 12 August 1958 at the grade of GS-11 and the Administrative/Finance Officer position was upgraded to GS-13.

2. Now after more than eight months of operations, it is determined that the Station requires a high caliber full time Administrative Officer to take some of the administrative work load from the Chief of Station. Doubling as the Certifying Officer prohibits his designation as a station Approving Officer and places a responsibility upon him which must necessarily detract from his efficiency in other administrative matters.

3. Accordingly, it is requested that the T/O of the [REDACTED] be amended to designate the second Administrative Officer slot (BHF-754) as Finance Officer, GS-12. The upgrading is appropriate because of the Certifying Officer responsibility and additional work load and responsibility to be assumed as a Regional Class A Station providing financial support for the [REDACTED]. The present incumbent of BHF-754 will return to Headquarters in early June 1959 and the Finance Division will provide a Certifying Officer as his replacement in late April 1959.

Chief, Support
WE Division

Attachment:
Position Description

DDG 16	REV DATE 2-4-81	BY 006199
ORIG COMP	CPI 38	TYPE 01
ORIG CLASS 5	PAGES 5	REV CLASS 5
JUST 22	NEXT REV 2011	AUTH: HR 70-2

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APPROVED:

[REDACTED]

Comptroller

26 JAN 1959

Date

FOIAb3b

CONCURE:

[REDACTED]

[REDACTED]

Deputy Director, Support

2 Feb. 59

Date

FOIAb3b

APPROVED:

Director of Personnel

Date

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